

**Minutes for The
State of North Carolina
Forensic Science Advisory Board Meeting
(NCF SAB)**

Meeting – May 31, 2012 – 9am
North Carolina State Crime Laboratory
Raleigh, NC

Board Member Attendees: Joe John, Peter Marone (Chair), Michael Coble, Kermit Channell, Tracey Dawson Cruz, David Hinks, Amanda Julian, Roger Kahn, Bruce McCord, Christopher Palenik, Deborah Radisch, Leonard Stefanski, Peter Stout, Robert Zipf **Others:** Jonathan Dilday, Deena Koontz, John Byrd, Matthew Boyatt, Michael Budzynski, Chuck McClelland, Timothy Suggs, Sarah Rackley, Robert Evans, Mark Boodée, Ann Hamlin, Pete Ware, Danli Song, Danelle Cummings, Joy Strickland

The meeting was called to order by Board Chair, Peter Marone at 9:15am.

Discussion of Visits with Laboratory Sections

Following the call to order, the floor was opened for Board members to discuss their findings and observations from their visits with the different Laboratory sections held the previous afternoon (5/30/12). The Board identified potential areas of concern and issues that the Board and Laboratory should consider addressing.

Board Comments and Recommendations

Following the discussion of the visits with the Laboratory sections, the Board discussed items concerning the Laboratory that need to be addressed as the Board moves forward. Items discussed: 1) Job descriptions for Laboratory staff; 2) Retention policies for Laboratory staff; 3) Career development plan for Laboratory staff; 4) Laboratory job application process, including job posting timelines; 5) Development of internal management data and reports; 6) Case management plans for all disciplines; 7) Laboratory equipment replacement and maintenance plans; 8) Laboratory maintenance plans; 9) DNA protocols; 10) ISO 17025 procedures; 11) Laboratory capacity assessment, including a five-year projection with the goals of the Laboratory

Additionally, the Board suggested different types of data for Laboratory staff to gather, which could be helpful in assisting the Board in developing solutions to issues facing the Laboratory.

Other Issues Discussed

Joe John raised the issue of outsourcing for discussion. The Board discussed the pros and cons of outsourcing, including the options of automation, grant funding and contracts. Following a brief break at 11:30am, Board member David Hinks presented information regarding the collaborative efforts of the Laboratory and NC State University. Following Hinks's PowerPoint presentation, John Byrd provided a SharePoint demonstration for the Board members, and opened the floor for questions regarding any technical issues they may be facing.

Adjournment

The Board agreed on September 19, 2012 as the date for the next meeting and unanimously approved the motion to adjourn the meeting at 11:56am.